

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DEVELOPMENTAL DISABILITIES COUNCIL PROGRAM PLANNER I

POSITION CODE: 12361
Effective: 11-22-85

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs professional duties assisting with the development, review and coordination of planning services for the developmentally disabled; searches, reviews, draws and tabulates statistical data from published reports, such as population data by county, numbers of economically disadvantaged, developmentally disabled, numbers of minorities; organizes and prepares information for issue papers and replies to inquiries; gathers and organizes information on proposed legislation relating to developmental disabilities; searches available program information in order to prepare preliminary public information materials; receives training and assignments of progressive difficulty and responsibility, to develop analytical and writing skills while becoming familiar with the planning and grants monitoring and budgeting process in the statewide service delivery network for the developmentally disabled.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Gathers available information concerning existing and proposed federal and state legislation relating to developmental disabilities and prepares same for review.
2. Assembles information for the preparation of reports relating to planning programs for the developmentally disabled.
3. Assists in searching and providing public information materials.
4. Assists the higher level planner in research, analysis and evaluation of program development for the developmentally disabled; becomes familiar with needs planning, evaluation and allocation of resources and the programs and service network available to this population.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DEVELOPMENTAL DISABILITIES COUNCIL PROGRAM PLANNER I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with major coursework in the social sciences.

Knowledges, Skills and Abilities

Requires elementary knowledge of sociological issues relating to the developmentally disabled, and the rehabilitation services, programs and support network available to this population.

Requires elementary knowledge of statistics.

Requires elementary knowledge of literature search techniques.

Requires ability to apply research techniques and analytical processes to developmental disability planning issues for the preparation of study and report documentation.

Requires ability to communicate effectively both orally and in writing, and to maintain effective working relationships with program staff.